



Manager's Report

For Council Meeting 10/10/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Artisan Baker LLC	3 Loudoun St SW	Retail – Bakery
Ballard Safety Consulting	640 Nathan Pl NE	Safety Consulting
Evergreen Enterprises	327 Old Waterford Rd NW	Direct Sales
Flipcup Ltd	201 Liberty St SW	Retail - Multimedia
Kang's Black Belt Academy	38 B Catoctin Cr SE	Tae Kwon Do
New Millennium Trading	527 Breckinridge Sq SE	Retail merchant

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Christie Adler	Police Records Assistant	Police
Robert Farris	Assistant Superintendent, Buildings	Streets
Heather Thompson	Police Officer	Police

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
John Burfiend	Police Officer	Police Department

PLANNING AND ZONING

Current Planning Division Activity

Plans accepted for review during the period of September 19, 2001-October 1, 2001

- Kincaid Forest Section 12 B, Final Plat to subdivide property for 17 single family homes, Delane Parks
- Kincaid Forest Section 12 B, Deed Review, Delane Parks
- Main Street Program, Exploratory Towns Team, ongoing, Nick A. Colonna, Marantha Edwards, Mayor Webb,
- Kincaid Forest 4B, Boundary Line Adjustment to increase the width of the town home units, conditional approval with signature sets, Delane Parks
- Sycolin Road, Road Improvements, curb, gutter, streetscape construction drawings, John Johnston
- Georgetown Mews, construction drawings to develop six single family homes, Nick Colonna

- Stowers Phase 1 Section 2, construction drawings to develop 37 single family homes, Nick Colonna
- Leesburg Office Plaza, Preliminary/Final Plan, to construct and 3 story office building 2nd submittal, Nick Colonna
- Hampton Inn, Preliminary/Final Development Plan to construct an hotel, conditional approval with signature sets, Nick Colonna
- Edwards Landing Stock Pile Plan, Nick Colonna
- Potomac Station Mixed Use Retail/Office Development Plan, Parcel A, Delane Parks
- Stratford Ryland, Lake Facility, construction of an recreational lake, Construction Drawings, Delane Parks
- Potomac Crossing/Battlefield Parkway Phase III Streetscaping Improvements, and Floodplain Alteration Plan, Nick A. Colonna
- Ordinance Amendment, Definition of Subdivision, Staff

Plans reviewed or completed during the period of September 19, 2001- October 1, 2001

- Moorefield Station, outside referral, Transit Oriented Development, residential retail and office uses that center around a transportation hub, **Randy Hodgson, Nick Colonna**
- Kincaid Forest 4B, Boundary Line Adjustment, Final Plat to subdivide property for 17 single family homes, **Delane Parks**
- Stratford Ryland, Land Bay C, construction drawings for 112 single family town homes, **John Johnston**
- Loudon Sport and Health, Construction Drawings for an recreational facility will include indoor tennis and a weight room, **John Johnston**
- Stratford Ryland Recreation Center, construction drawings facility will include indoor tennis and a weight room, **John Johnston**
- Hampton Inn, Final Plat, to plat and existing land to construct an hotel, **Nick Colonna**
- Stowers Section 2, Final Plat, platting of a parcel in order to develop 37 single family homes, **Nick Colonna**
- Potomac Station Section 10, Development Plan Road Improvements for sidewalk, curb, and gutter, Delane Parks, **Nick Colonna**
- Potomac Station Section 10, construction drawings for 155 townhomes units, **Delane Parks**
- Potomac Station/Battlefield Parkway, construction drawings for streetscape improvements, **Nick Colonna**
- Middleburg Bank, Preliminary/Final Development Plan for the construction of a bank facility, **Nick Colonna**
- Middleburg Bank, Boundary Line Adjustment to increase land area to construct a bank facility, **Nick Colonna**
- Route 621 Park, Road Improvements, includes, sidewalk, curb, and gutter, **Delane Parks**
- Tavistock Farms, Arcadia, Boundary Line Adjustment to increase land with for town homes, **Delane Parks**
- IPCO (International Pavilion) mixture of office and retail development, Parcel A and B, Sketch Plan, **Staff**
- Tollhouse Center Office Building, Sketch Plan, **Staff**
- Potomac Crossing Section 2E, Final Plat for the construction of 35 town homes, Approved, **Nick Colonna**
- Market Station, No Adverse Impact Plan, parking lot expansion, **Delane Parks**
- Battlefield Shopping Center, Building Addition for storage space, Sketch Plan, **Staff**

Comprehensive Planning Division Activity (regarding Rezoning and Special Exceptions) thru October 1, 2001**Rezoning:**

- Potomac Crossing Concept Plan and Proffer Amendment, and Town Plan Amendment: Vote postponed at July 10, 2001 Town Council post public hearing meeting. **Randy Hodgson**
- Catoctin Square: This case proposes a rezoning from B-2 to R-22, to allow for the construction of 176 apartment units. The property involved is located off of Catoctin Circle behind the Kmart/Giant shopping center on Market Street and Edwards Ferry Road. **Randy Hodgson**
- Hawkins: This case proposes a rezoning from I-1 to R-16, to allow for the construction of 36 townhouse units. The property involved is located adjacent to the Fox Chapel Condominiums and the Route 15 Bypass. This case did not go to the August 2, 2001 Planning Commission meeting. It is currently in review process by staff and is not scheduled for meetings. **Randy Hodgson**
- Tavistock: This case proposes changes to the original concept plan regarding rear setbacks, to allow for the construction of decks behind the townhouses. The property involved is located in the Tavistock Farms development. Scheduled to Planning Commission for public hearing October 4, 2001. **Randy Hodgson**
- Leesburg Airport Corporate Park: This case proposes a rezoning from I-1 to MA, to allow for airport expansion. The property involved is located off of Sycolin Road and Miller Drive. This case is currently in the review process by staff and meetings have not yet been scheduled. **Randy Hodgson**

Special Exceptions:

- Khalid, Rise and Shine Day Care: Planning Commission voted to recommend approval of staff's recommendation and suggested conditions. Went to the Town Council meeting August 13, 2001 for preview. Is scheduled to go to worksession October 18, 2001 and public hearing November 1, 2001. **Nancy Costa**
- Jerry Chevrolet & Oldsmobile: Request of approval to allow for retail sales/rental and service department. The property is located adjacent to the CVS on Market Street. Planning Commission briefing scheduled for October 18, 2001. **Nancy Costa**

ZONING PERMITS 01-1280 – 01-1382**NEW CONSTRUCTION RESIDENTIAL**

Potomac Station 4 SFD @ \$100,000
8 SFD @ \$105,000

Edwards Landing 6 SFA @ \$45,000

Potomac Crossing 5 SFD @ \$105,000

Beauregard Heights 2 SFD @ \$125,000

Tavistock Farms 8 SFA @ \$55,000

Woodlea Manor 2 SFD @ \$100,000

Kincaid Forest 3 SFD @ \$105,000

Country Club 1 SFD @ \$56,000

NEW CONSTRUCTION COMMERCIAL

835 Lee Avenue SW- 2 Modular Buildings A & B for Leesburg Baptist Church
608 South King Street SE- 2 Tenant Interior Offices @ \$45,000 for Waverly Park

OCCUPANCY PERMITS RESIDENTIAL

Potomac Station 14 SFD 2 SFA
Tavistock Farm 6 SFA
Kincaid Forest 2 SFD
Stratford 8 SFA
Country Club 1 SFD
Evergreen Meadows 3 SFD
Beauregard Heights 1 SFD
Woodlea Manor 1 SFD
Drymill 5 SFA
Evergreen Mill 1 SFD 1 SFA

OCCUPANCY PERMITS COMMERCIAL

237 Fairview Street NW 4 existing classrooms Loudoun Country Day School
230 Ft. Evans Rd. Ronald Ray DDS

Water & Sewer Administration

Four bids were received for Cardinal Park Sewer and for the Phase II Sanitary Sewer Improvements projects, and are being reviewed.

Three bids were received for Evergreen Mill Sewer and are currently being reviewed by the Town Attorney.

There were 66 work orders processed for meter sets and 53 public facilities permits sold, totaling \$483,163.00.

Water Supply Division

Capital Projects Update

Water Treatment Plant Upgrade to 10 MGD

The Contractor is performing the following major operations:

- Conducting electrical operations.
- Performing painting operations.
- Control system configurations and equipment calibrations are in progress.

- Performing punch list work.

WTP Expansion Project Status

Dollar value complete 99.5% Time Elapsed 146%.

The contractor continues to be approximately 278 days behind schedule.

Substantial Completion was granted to the contractor on September 5th, 2001.

Water Pollution Control Division**Sewage Spill at WPCF**

An overflow of approximately 3000 gallons of sewage occurred from the collection system serving the Airport Pumping Station on September 24th, 2001, when the Leesburg area received approximately 4.5 inches of rainfall in five hours. Problems from the heavy rainfall were compounded by construction related activities in this sewer shed, and contributed to the extremely high flows experienced at the WPCF which resulted in two minor violations of the Maryland discharge permit.

BNR Project Construction Status

Final Project Completion was granted on September 28, 2001 and all required documentation to close out this project is being prepared and processed.

BMU Project Construction Status

Progress continues, however final completion of the extended date of September 14th agreed upon in the BMU Tender Agreement was not achieved, and is anticipated in approximately 6 weeks.

Utility Lines Division**Training**

Rick Mullins & Max Mellott attended a demo by Americast on manhole repairs & High Density Polyethylene Pipe manhole liners in Ashland, VA.

Work with contractor installing Fold & Form Liners in sewer system.

Full-time positions being recruited as of October 5, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
<i>Econ Dev</i>	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
<i>Eng & PW</i>	1	Asst Supt - Streets	7/1/01	√	√				
	1	Engineer – Spec Projects	1/24/01	√	√	√			
	1	Inspector Supervisor	5/22/01	√	√				
	1	Administrative Associate II	9/4/01	√	√				
<i>Parks & Rec</i>	1	Front Desk Supervisor	7/1/01	√	√	√	√		
	1	Parks Manager	9/4/01	√	√	√	√		
<i>Human Res</i>	1	Human Resources Director	7/1/01	√	√				
<i>P&Z</i>	1	Director of P&Z	8/4/01	√	√				
<i>Police</i>	1	Communications Tech I	8/1/01	√	√	√	√		
<i>Util Lines</i>	1	Equipment Operator	9/17/01	√	√				
<u>TOTAL</u>	12								

R.S. Noe, Jr.